

10.1.2

Reasonable Accommodations for Employees with Disabilities Procedure

1. DEL staff will review the written reasonable accommodation plan with the child care licensee and employee if reasonable accommodations are requested.
2. DEL staff will ensure that child health and safety is maintained in cases of reasonable accommodations.
3. Licensors will base decisions regarding reasonable accommodations solely on the ability of the employee to provide for the health and safety of children in care while following WAC requirements.
4. Each reasonable accommodation plan will be evaluated on a case by case basis.
5. The reasonable accommodation information received by DEL staff will be reviewed by the licensor, licensing supervisor and others in the chain of command as applicable.
6. In some cases, DEL staff may want to consult with the Assistant Attorney General's Office before making a decision to accept or deny the reasonable accommodation plan.
7. In cases of employee reasonable accommodations, at a minimum, licensors may ask the following questions to evaluate child health and safety:
 - a. What is the disability?
 - b. How does the disability impact the employee's ability to provide for child health and safety?
 - c. What accommodations are necessary to ensure child health and safety?
 - d. What is the licensee's review process to ensure that the reasonable accommodation will ensure child health and safety?
8. If the licensor and/or supervisor determine that the reasonable accommodation plan developed by the licensee does not meet licensing requirements, they may ask the provider for additional measures to ensure child health and safety.
9. A licensor can offer a list of Washington State resources, which can be found in the licensing library, when licensees are seeking additional assistance for an employee with a disability.
10. The licensor will document in the provider notes section of FamLink, the decision making process for accepting or denying the reasonable accommodation.